



CENTRAL COAST CHAPTER CALIFORNIA LAND SURVEYORS ASSOCIATION 2020 NOMINATION COMMITTEE

CHAPTER OFFICER AND DIRECTOR DUTIES

The 2020 Central Coast Chapter of Nominating Committee is Robert Reese PLS (Chair), Jeremiah Herman PLS, Michael Stanton PLS. This outline has been prepared to describe the Duties and Responsibilities of Chapter Officers and Directors as outlined in the chapter bylaws. It is offered for consideration by potential candidates for chapter office. Items in ()parentheses is a reference to the relevant section in the chapter bylaws.

Duties of President

General – Understand meeting organization; basic understanding of parliamentary procedure; familiarity with chapter and association Bylaws, chapter PPC Guidelines, chapter timeline.

Office – Preside over all chapter meetings; appoint committee chairs; serve as ex officio member of committees except Nominating and PPC; prepare & sign correspondence; report to chapter on all actions outside meetings (4.08)

Duties of Vice President

General – Understand meeting organization; familiarity with chapter and association Bylaws, chapter PPC Guidelines, chapter timeline.

Office – Arrange program and venue for chapter meetings; notify Secretary/Treasurer of such; preside over meetings in case of absence of President; carry out duties of Secretary/Treasurer in case of absence (4.09)

Duties of Secretary/Treasurer

General – Understand meeting organization; basic understanding of accounting and reporting; familiarity with chapter Bylaws, chapter timeline.

Office – Examine and approve applications for membership (2.04)

Notify members of chapter meeting date and venue; announce next meeting; attend & record ExCom meetings; conduct & keep record of correspondence; submit quarterly report to Association 30 days prior to Board of Directors meeting; submit annual report to Association by December 31; receive & deposit chapter monies; dues; etc.; pay chapter obligations; report on actions and accounts at chapter meetings (4.10)

Annual chapter financial report to Association by March 1st (4.10)

Duties of Directors; Alternates

General – Understand meeting organization; basic understanding of parliamentary procedure; familiarity with chapter and association Bylaws, chapter timeline; ability to report to chapter.

Office –Attend Board meetings; report chapter view to Board meetings; report Board meetings to chapter (4.12)

Executive Committee – Pres, Vice Pres, Secretary/Treasurer, Directors

Approve application for membership(2.03)

Approve application for life membership (2.05)

Recommend dues for year (2.06)

Provide 15-day notice of charges for suspension or expulsion (2.10)

Appoint officer to fill vacancy (4.06)

Act on behalf of chapter between meetings; fix time and place for chapter meetings; report actions to chapter for ratification (5.02)